



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
5510  
Ser 09N2/3U532422

NOV 26 2003

From: Chief of Naval Operations

Subj: INTERIM SECURITY CLEARANCE GUIDANCE

Ref: (a) SECNAVINST 5510.30A  
(b) CNO ltr 5520 Ser 09N2/2U532541 of 30 Oct 02

Encl: (1) Revised Interim Security Clearance Guidance

1. Enclosure (1) replaces current policy guidance for granting interim security clearances in references (a) and (b). It reiterates the investigative requirements for interim Top Secret security clearance and removes expiration and extension requirements. Enclosure (1) will be incorporated into the next revision of reference (a).

2. Your assistance is requested in disseminating this guidance to your subordinate commands.

3. The CNO (N09N2) point of contact for this matter is Ms. Francine Stephens, who can be reached at (202) 433-8858 or DSN: 288-8858, or email at [fstephen@ncis.navy.mil](mailto:fstephen@ncis.navy.mil).

M. F. BROWN  
Assistant for Information  
and Personnel Security

Distribution:  
CNO (N09B11)  
COMLANTFLT  
COMPACFLT  
COMUSNAVEUR  
COMNAVAIRSYSCOM  
COMNAVSEASYSYSCOM  
COMNAVFACEGCOM  
COMSPAARSYSYSCOM  
COMNAVSECGRU  
COMSC

Subj: INTERIM SECURITY CLEARANCE GUIDANCE

Distribution (cont):

COMNAVRESFOR  
COMNAVPERSCOM  
CMDTNDW  
DIRSSP  
COMONI  
COMONR  
COMNAVLEGSVCOM  
SUPT, NAVAL ACADEMY  
PRESNAVPGSCHOL  
PRESNAVWARCOL  
CHBUMED  
PRESINSURV  
DIRNAVOBSY WASH DC  
COMNAVSPECWARCOM  
COMNAVSTKAIRWARCEN  
COMOPTEVFOR  
DIRNAVHISTCEN  
COFLDSUPPACT WASHINGTON  
CONCTSI  
COMNAVSAFECEN  
COMNAVMETOCCOM  
COMNAVAUDSERV  
COMNAVMETWARCOM  
CNET  
Dir, NCIS (23A, 28)  
Dir, DONCAF  
HQMC (ARS)

The following is provided in lieu of the existing SECNAVINST 5510.30A paragraph 8-5 guidance, for use until incorporated into future instruction revision.

## 8-5 INTERIM SECURITY CLEARANCE

1. Commands may grant interim security clearance and access (except for SCI access) pending completion of full investigative requirements and pending establishment of a final security clearance by the DON CAF. Interim clearances may be granted by the commanding officer under the following conditions:

a. Interim Top Secret security clearance.

- (1) Either Secret or Confidential security clearance eligibility exists or a favorable NAC has been completed within the past 10 years (with no break in service), and
- (2) A favorable review of local records is accomplished,
- (3) A favorable review of the completed personnel security questionnaire (PSQ) is accomplished, and
- (4) The SSBI request has been submitted to the appropriate investigative service provider.

b. Interim Secret or Confidential security clearance.

- (1) A favorable review of local records;
- (2) A favorable review of the completed PSQ; and
- (3) The appropriate NACLC or ANACI investigative request has been submitted to the investigative service provider.

2. A favorable review of local records requires the command to review all locally available records (i.e. medical, personnel, legal, security, base police and other command records) and determine that no derogatory information of security relevance exists. Commands are prohibited from reviewing civilian law enforcement records, the National Crime Information (NCIC) records or locally held Naval Criminal Investigation Service (NCIS) field office records. Appendix F guidelines apply to this assessment.

3. Commands must monitor JPAS to ensure the investigative service provider successfully opens the PSI request. This is particularly important when interim clearances have been authorized. An inordinate delay in a PSI request opening requires command follow-up with the investigative service provider.

4. Commands will record interim security clearance determinations in JPAS. Interim clearances properly documented in JPAS remain valid until the investigation is completed and adjudicated.

5. If the command becomes aware of adverse information on an individual holding an interim security clearance, the paragraph 9-18 procedures for suspending access will be applied, as appropriate.

6. If the DON CAF issues a Letter of Intent (LOI) to deny clearance eligibility to an individual holding an interim security clearance, the command will suspend access according to paragraph 9-18.

Encl. (1)